

CATASTROPHIC LEAVE PROGRAM

The Catastrophic Leave Program was established through agreements between the California State University and employee organizations. This program allows employees to donate 1-40 hours (depending upon bargaining unit) of their vacation or sick leave credits each fiscal year to other employees who have (1) experienced a catastrophic illness or injury or (2) experienced an incapacitating condition of an immediate family member or (3) are totally incapacitated from work.

The purpose of the catastrophic leave program is to supplement any disability benefits for which an employee is eligible. If an employee is eligible for NDI, catastrophic leave should be used only to supplement NDI. The employee will not be allowed to waive NDI at his/her option and still be eligible to apply for catastrophic leave donations. If the employee is ineligible for NDI (for example: if an employee is part-time temporary), catastrophic leave may be used without supplementation.

To qualify for Catastrophic Leave Benefits, the employee shall have exhausted all accrued leave credits prior to receiving catastrophic leave. “Accrued leave credits” include credits for sick leave, personal holiday, vacation and compensating time off. In other words, in order for the recipient to receive Catastrophic Leave Credits his/her own leave credits must be exhausted.

If you think you may be eligible for the Catastrophic Leave Program or you wish to donate time to another employee, please contact our office for instructions.

For additional information regarding this policy please contact our office at ext. 3771.